

**Directory of
STATE SERVICES
to
LOCAL GOVERNMENTS
1987 - 1988**



 **MISSOURI COMMISSION ON
LOCAL GOVERNMENT COOPERATION**

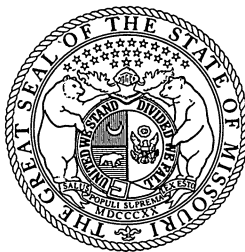
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STATE SERVICES to
LOCAL GOVERNMENTS
1987-1988

Published By

MISSOURI COMMISSION ON LOCAL GOVERNMENT COOPERATION

Barbara Potts, Chairwoman

*Working
Together*



*To Form a Closer
State-Local
Partnership*

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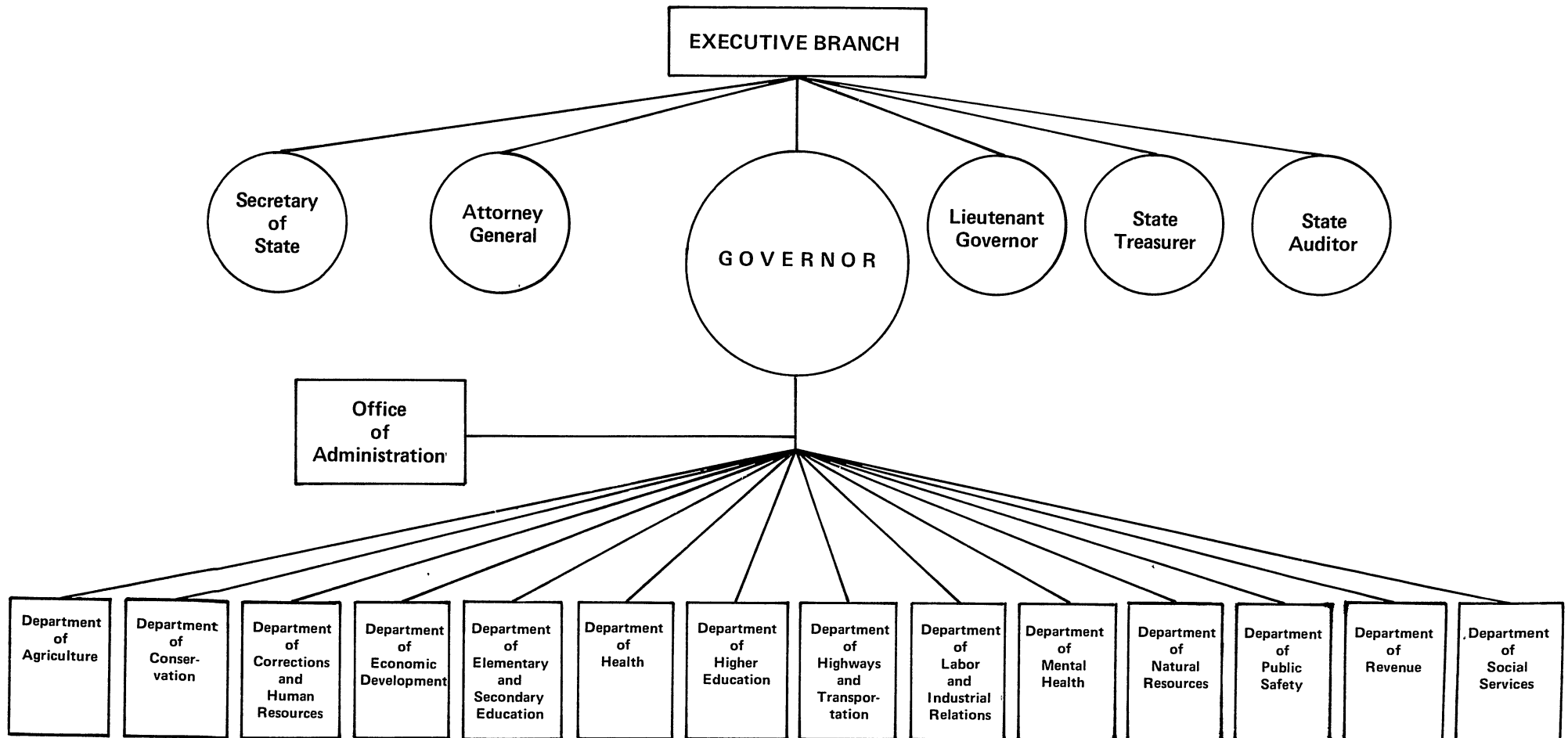
INTRODUCTION

The Missouri Commission on Local Government Cooperation takes pleasure in presenting this *Directory of State Services to Local Governments*. The Directory is a summary of programs and services available to local governments (including special districts) from state officials and agencies, and will assist in locating services necessary for community development and operation. Some state agencies are not included in this directory because they do not provide direct services to local governments.

Although services provided to local governments are being continuously expanded and revised, this publication represents a compilation of basic programs currently provided. It is an excellent reference source of information for finding out the type of services available and how to receive them.

Copies of this directory are available from the Division of General Services, Intergovernmental Relations Unit, Room 430 Truman State Office Building, P.O. Box 809, Jefferson City, Missouri 65102.

Missouri State Government



OFFICE OF THE ATTORNEY GENERAL
Attorney General
Supreme Court Building
Jefferson City, Missouri 65101
314/751-3321

CRIMINAL DIVISION

SERVICE: Participates in some criminal prosecutions when local prosecutors request help or when prosecutors are disqualified due to conflicts of interest.

The Attorney General's Office has an index to all opinions issued by the Missouri Attorney General since the 1930's. These opinions are on a wide range of subjects and many of them relate to the duties of government officials at the local level. If a local government official has a question which may have been addressed in an existing opinion, the index to opinions can be reviewed and any applicable opinions will be provided to the local government official. With the exception of the county prosecuting attorneys, state law does not authorize the Attorney General to issue opinions to local government officials. Whether or not an opinion request is accepted from the county prosecuting attorney is a matter of discretion with the Attorney General.

LEVEL: Statewide

CONTACT: 314/751-3321

OFFICE OF THE STATE AUDITOR
State Auditor
State Capitol, Room 224
Jefferson City, Missouri 65101
314/751-4824

OFFICE OF THE STATE AUDITOR

SERVICE: Examines and registers general obligation bond issues.
Performs audits of local governments by citizen petition.

LEVEL: All units of local government.

SERVICE: Prepares and distributes county budget forms.
Provides technical assistance for county accounting systems.
Performs financial and compliance audits of county governments.

LEVEL: 94 third and fourth class counties.

OFFICE OF THE SECRETARY OF STATE
Secretary of State
State Capitol, Room 209
Jefferson City, Missouri 65101
314/751-4936

ELECTIONS BRANCH

- SERVICE:** Division of Campaign Reporting – Provides advisory and technical information to candidates, committees, and others concerning compliance with all aspects of the Missouri Campaign Finance Disclosure Law.
- LEVEL:** All statewide offices, officials in cities and counties with population of more than 100,000, and all county clerks.
- SERVICE:** Compiles and distributes an annual report of campaign finance information, and provides reporting forms, instruction manuals and pamphlets, texts of the law and instructional seminars to candidates, committee treasurers, and other interested parties.
- LEVEL:** All units of government as well as citizen and institutional requests statewide.
- SERVICE:** Provides assistance to local election authorities who are responsible for administering the Missouri Campaign Finance Disclosure Law on the local level.
- LEVEL:** Statewide
- CONTACT:** 314/751-3077
- SERVICE:** Elections Division – Provides information on statutes, cases, opinions, policies, and forms necessary to hold an election.
- Provides certification of election results and keeps records on them.
- LEVEL:** All units of local government holding elections.
- CONTACT:** 314/751-4875

ADMINISTRATIVE SERVICES BRANCH

- SERVICE:** Administrative Rules – Provides copies of regulations and answers inquiries about statewide regulations concerning hazardous waste, clean air, nursing homes, insurance, hunting and fishing.
- Publishes the *Missouri Register* and *Code of State Regulations*. Copies are available upon request at minimal cost.
- LEVEL:** Statewide

CONTACT: 314/751-4015

SERVICE: Computer Output Microfilm – Responds to county government requests for feasibility studies to convert computer generated reports to microfiche. Upon implementation of the program, the Division will provide such services for production of microfiche at a nominal cost.

LEVEL: All counties upon request.

CONTACT: 314/751-4021

SERVICE: Records Management Division – Provides technical assistance to local government entities to prevent and/or recover from a disaster affecting governmental records (e.g. flood, fire, etc.,).

Provides off-site security for original microfilm storage and provides working microfilm copies for local governments. Also, assists governments to set up an in-house microfilming program while assuring legal and quality requirements are met.

LEVEL: Statewide

SERVICE: Provides services of a local records analyst who provides leadership to the local government in separating active from inactive records, indexing record series, assuring record security, and exploring alternatives to paper storage. This should allow better utilization of available space and more efficient service.

LEVEL: All units of local government.

CONTACT: 314/751-3319

SERVICE: Archives Division – Provides a reference/information service on the historical local and state records held by the Missouri State Archives including state publications. Copies of indexed materials are provided at cost as defined by statute.

Provides storage for local government original microfilm camera negatives.

Provides appraisal services for local records to determine historical value.

Provides training in proper archival procedures for local officials and volunteers.

Provides for the microfilming of probate records and storage for circuit court records under the Judicial Records Microfilming Project.

LEVEL: Statewide

CONTACT: 314/751-3280

OFFICE OF ADMINISTRATION
State Capitol, Room 125
Post Office Box 809
Jefferson City, Missouri 65102
314/751-3311

DIVISION OF ACCOUNTING

SERVICE: Administers social security coverage to employees of political subdivisions

LEVEL: All political entities covered by sections 105.300 through 105.445 RSMo 1986.

SERVICE: Issues payment of certain costs incurred in prosecution and incarceration of indigent defendants in criminal cases.

Processes payments to sheriffs or agents for costs of serving extradition warrants.

Reimburses costs of transporting prisoners to the penitentiary from the county.

LEVEL: All local governments.

SERVICE: Reimburses additional compensation for county officials as determined by available funds and prorate amounts provided statutorily.

Calculates and distributes reimbursements for statutorily authorized salary increases to deputy juvenile officers.

Processes payments to county election authorities for cost of statewide special elections.

LEVEL: All counties.

CONTACT: 314/751-2971

DIVISION OF BUDGET AND PLANNING

SERVICE: Coordinates and prepares all official population estimates.

LEVEL: All local governments.

CONTACT: 314/751-2345

DIVISION OF GENERAL SERVICES

SERVICE: Risk Management – Provides information and technical assistance on insurance, competitive bidding, self-insurance, workers' compensation, fleet management and occupational safety and health.

LEVEL: All local governments

CONTACT: 314/751-4044

SERVICE: The Missouri Public Entity Risk Management Fund (MoPERM) provides broad based liability protection and risk management services. Enrollment cannot be refused to any public entity.

LEVEL: Statewide

CONTACT: 314/751-1837

SERVICE: Missouri Commission on Local Government Cooperation – Serves as a vehicle of communication through which state and local governments can meet to discuss and resolve shared existing and potential problems by coordinating the provision of technical assistance in policy areas affecting local governments and functioning as a clearinghouse for information relevant to intergovernmental issues.

Upon request provides copies of their publications: *Guide to Missouri State Government* and the *Directory of State Services to Local Governments*.

LEVEL: Statewide

CONTACT: 314/751-4834

SERVICE: State and Local Review and Comment Process (formerly A-95) – Implements Presidential Executive Order 12372 by providing a clearinghouse which allows state agencies and local governments to review and comment upon proposed applications for federal assistance. The State Clearinghouse has designated Missouri's twenty regional planning commissions as areawide clearinghouses for local review.

Upon request provides copies of *Missouri State and Local Review Process – A Procedural Guide*.

LEVEL: Statewide

CONTACT: 314/751-4834

SERVICE: Intergovernmental Relations – Provides technical and financial assistance to the state's twenty regional planning commissions.

LEVEL: Statewide

CONTACT: 314/751-4834

DIVISION OF PERSONNEL

SERVICE: Offers low cost personnel management and employee development training workshops to local government employees.

LEVEL: Statewide

CONTACT: 314/751-4162

DIVISION OF PURCHASING

SERVICE: State Cooperative Procurement Program – local governments can purchase from state contracts to take advantage of the state's volume purchasing power.

LEVEL: Statewide

CONTACT: 314/751-4169

SERVICE: State Agency for Surplus Property – Administers the Federal Surplus Property Program which allows local governments to procure good quality items at minimal cost. Surplus property includes but is not limited to:

office furniture and supplies
shop equipment
electronic equipment
tires, engines, vehicle parts
hardware and paints
rolling stock and heavy equipment

LEVEL: All local governments

CONTACT: 314/751-3415

DEPARTMENT OF AGRICULTURE
1616 Missouri Blvd.
Post Office Box 630
Jefferson City, Missouri 65102

DIVISION OF ANIMAL HEALTH

SERVICE: Inspects and licenses animal markets, stations, etc., both public and privately owned.

LEVEL: Statewide

CONTACT: 314/751-4211

MISSOURI STATE FAIR

SERVICE: Reimburses up to 50% of certain premiums paid by non-profit fairs or agricultural shows under the Aid-to-Fairs Program.

Provides matching fund grants of up to \$2,500 per year to political subdivisions for projects to construct, re-model, or repair buildings used primarily for holding a county or community fair.

LEVEL: Statewide

CONTACT: 816/826-0570

ADMINISTRATIVE SERVICES

SERVICE: Provides information on Department of Agriculture programs and services upon request.

LEVEL: Statewide

CONTACT: 314/751-2672

PLANT INDUSTRIES DIVISION

SERVICE: Administers the Missouri law for the eradication of Johnson grass. This county option law provides for cooperation between participating counties to control this within their boundaries.

LEVEL: Statewide

CONTACT: 314/751-2462

WEIGHTS AND MEASURES DIVISION

SERVICE: Conducts annual inspection of all public buildings (schools, nursing homes, hospitals, etc.) with Liquefied Petroleum Gas (LPG) systems, in order to ensure the safety of these systems.

Provides annual safety inspection of LPG systems installed on school buses.

Assists in the investigation of fires and explosions where LPG may be a contributing factor.

Provides support to prosecuting attorney through investigation of the use of fraudulent or deceptive practices in the sale of bulk meat.

Certifies the accuracy of scales used in connection with Women, Infants, and Children Programs, county health departments, sheltered workshops, and school athletic programs.

Calibrates radar tuning forks for law enforcement officials to ensure the accuracy of these instruments.

LEVEL: Statewide

CONTACT: 314/751-4278

DEPARTMENT OF CONSERVATION
2901 West Truman Boulevard
Post Office Box 180
Jefferson City, Missouri 65101
314/751-4115

DIVISION OF FISHERIES

- SERVICE:** Provides technical advice on the management of sport fisheries on city and county owned lakes.
- LEVEL:** Statewide, by request.
- SERVICE:** The Community Assistance Program provides public use facilities (i.e., boat ramp, parking, handicapped user accessible fishing jetties and privies) at river frontages and park or water supply lakes. The sport fisheries of lakes are managed by stocking, harvest regulation and habitat improvement.
- LEVEL:** Statewide, evaluated on a case by case basis.
- SERVICE:** Provides periodic fishing instruction for children, elderly and handicapped groups and stocks heavily fished urban lakes with catchable size fish.
- LEVEL:** Presently St. Louis (City and County), Ferguson, Belle Ridge, Ballwin, Kansas City, Springfield, St. Joseph, and Sedalia.
- SERVICE:** In cooperation with the Department's Education Section, the Missouri Angler Program provides an aquatic education course which can be incorporated into an elementary or secondary school curriculum. The program includes teacher training, classroom materials, and fishing instruction (field trip) at a nearby water area.
- LEVEL:** Statewide to all public and private schools, by request.
- CONTACT:** 314/751-4115

DIVISION OF FORESTRY

- SERVICE:** The Arbor Day Program provides teaching guides to teachers and provides seedling trees to fourth graders to promote teaching and learning about trees, forests, and natural resources.
- LEVEL:** Statewide to all public and private schools.
- SERVICE:** The Tree Insect and Disease Assistance Program provides advice on tree insect and disease problems, identification, and recommendations for control to all levels of government.
- LEVEL:** Statewide by request only.

SERVICE: The Urban Forestry Assistance Program provides technical advice on tree selection, planting, care, and removal; preparation of plans and ordinances; and advice on urban forest management and tree inventories. Printed guides and handouts are provided and training for tree care personnel is conducted.

LEVEL: Statewide by request only to all levels of government.

SERVICE: Provides training in wildfire suppression to any fire department requesting it.

LEVEL: Statewide

SERVICE: Assists rural fire departments in the acquisition of equipment by getting equipment through the Federal Excess Property Program and giving or loaning it to rural fire departments.

LEVEL: Statewide to all rural fire departments.

SERVICE: 50/50 Matching Fund Grants are available to rural fire departments to assist with organization, equipment, or training. Building construction does not qualify.

LEVEL: Statewide

SERVICE: The Community Forestry Program provides technical assistance to all units of local government concerning management of trees on public property. Planning services are offered for maintenance of existing trees, location and type of new trees, installation, and costs. Information brochures are available upon request.

The Town Treescape Awards Competition provides recognition for outstanding tree planting projects which contribute to the liveability, beauty, or amenity of any Missouri community. Twelve awards are presented annually to the best of all applicants in categories based on size of town or type of ownership. Informational brochures are available upon request.

LEVEL: Statewide

CONTACT: 314/751-4115

DIVISION OF PROTECTION

SERVICE: Conservation agents provide resource information and educational programs to adult and youth groups. They conduct and coordinate volunteer instruction of hunter education training programs.

LEVEL: Statewide by request.

SERVICE: Conservation agents investigate and enforce violations of all fish, game and forestry laws and regulations. Agents also have authority to enforce all state laws and lands owned, operated, managed or leased by the Conservation Commission.

LEVEL: Statewide

SERVICE: Conservation agents provide the initial contact point for wildlife habitat and aquatic management recommendation requests.

LEVEL: Statewide by request.

CONTACT: 314/751-4115

DIVISION OF WILDLIFE

SERVICE: Provides technical advice and training for control of wildlife damage, information leaflets, and control and prevention materials available at cost.

LEVEL: Statewide

SERVICE: Matching grants to county governments who establish a qualifying multiflora rose control program.

LEVEL: Statewide by request and special agreement.

SERVICE: Financial assistance to Soil and Water Conservation Districts for specialized erosion control equipment and cost-share payments.

LEVEL: Statewide by request.

SERVICE: Payments in lieu of real estate taxes to counties on Forest Cropland and Department owned land.

LEVEL: All counties having qualifying land and amounted to \$579,356.65 for 1986.

SERVICE: Emergency snow removal and flood rescue.

LEVEL: Statewide in emergency.

SERVICE: Cooperative maintenance of public roads impacted by use of Department areas.

LEVEL: Statewide where applicable.

CONTACT: 314/751-4115

EDUCATION SECTION

SERVICE: Conservation education consultants and outdoor specialists work with teachers, community leaders, and youth leaders to assist in the development and use of educational aids, youth planting projects, nature trails, and shooting ranges, outdoor classrooms and in-service workshops.

LEVEL: Statewide

CONTACT: 314/751-4115

FISCAL SECTION

SERVICE: Provides hunting and fishing permits to county distributing agents and retail distributors.

LEVEL: Statewide

CONTACT: 314/751-4115

PUBLIC AFFAIRS SECTION

SERVICE: Provides copies of *Wildlife Code of Missouri* free-of-charge upon request, and informative books at low cost.

LEVEL: Statewide to public entities and private citizens.

CONTACT: 314/751-4115

METROPOLITAN OFFICES

SERVICE: The metropolitan offices are:

Kansas City Office
Conservation
8618 East 63rd
Kansas City, MO 64106
816/356-2280

Conservation Department
1221 South Brentwood
St. Louis, MO 63103
314/726-6800

Conservation Department
2630 North MayFair
Springfield, MO 65803
417/864-8224

Serves as liaison between the Department of Conservation and the public in St. Louis, Kansas City, and Springfield. These offices are available for helping coordinate activities in these areas.

NATURAL HISTORY SECTION

SERVICE: Provides technical assistance on urban wildlife, habitats, and spaces in St. Louis, Kansas City, and metropolitan areas. The Department of Conservation may purchase undeveloped land and lease it to local government to manage as urban wild acres.

LEVEL: St. Louis, Kansas City, and metropolitan areas.

CONTACT: St. Louis 314/726-6800, Kansas City 816/356-2280

SERVICE: Provides technical advice and assistance on nature center development.

LEVEL: Statewide

CONTACT: 314/751-4115

DEPARTMENT OF CORRECTIONS AND HUMAN RESOURCES
2729 Plaza Drive
Post Office Box 236
Jefferson City, Missouri 65102
314/751-2389

DIVISION OF ADMINISTRATION

SERVICE: Conducts sales of office equipment, cleaning supplies, and services to municipalities and county agencies through Missouri Correctional Industries.

Provides technical advice, training, and consultation in development of citizen volunteer programs upon request.

LEVEL: Statewide

CONTACT: 314/751-2389

DIVISION OF ADULT INSTITUTIONS

SERVICE: Provides technical advice and training in defensive tactics and consultation in development of citizen volunteer programs upon request.

LEVEL: Police and sheriff's departments statewide.

CONTACT: 314/751-2389

BOARD OF PROBATION AND PAROLE

SERVICE: Provides full probation services to every Circuit Court in the state. Probation officers are hired, paid, and supervised by the Department of Corrections and Human Resources.

LEVEL: Statewide

CONTACT: 314/751-2389

DEPARTMENT OF ECONOMIC DEVELOPMENT

Truman Building, 6th Floor

Post Office Box 1157

Jefferson City, Missouri 65102

314/751-3946

DIVISION OF COMMUNITY AND ECONOMIC DEVELOPMENT

SERVICE: Research and Planning – Provides information to assist local economic development efforts by preparing presentations tailored to the specific needs of prospective companies and also providing clients the detailed information needed to make sound business location decisions.

Publishes information on communities for business location purposes.

LEVEL: Statewide

CONTACT: 314/751-9071

SERVICE: National Business Development – Assists local governments to promote their areas as locations for new business and industry using presentations prepared by Research and Planning.

Helps local officials meet the needs of new businesses.

Recommends communities to businesses.

LEVEL: Statewide

CONTACT: 314/751-9045

SERVICE: International Business Development – Provides area marketing for foreign investors.

Advises and counsels local officials on economic development matters.

Provides opportunities for communities to participate in overseas marketing trips.

Responds to requests for export seminars which are designed to stimulate direct foreign investment in Missouri.

LEVEL: Statewide

CONTACT: 314/751-9067

SERVICE: Community Services – Administers 5-Star Program for communities fewer than 5,000 population to encourage and recognize growth and community participation.

LEVEL: All cities with fewer than 5,000 population.

SERVICE: Administers All-Missouri Certified City Program for communities with more than 5,000 population to encourage and recognize community growth and participation.

LEVEL: All cities with more than 5,000 population.

SERVICE: Administers the Neighborhood Assistance Program which provides tax credits designated for betterment of communities and neighborhoods. This program allows businesses and corporations to receive 50% tax credits for all contributions of money, services and materials to approved neighborhood assistance projects.

Administers the Neighborhood Assistance Act which provides a tax credit incentive to encourage business participation in community development projects.

LEVEL: Statewide

CONTACT: 314/751-4849

SERVICE: Community Development Block Grants – Provides technical assistance in preparing grant applications for purposes of community development, neighborhood revitalization, economic development, and downtown revitalization or economic development needs.

LEVEL: Statewide

CONTACT: For more information contact CDBG, P. O. Box 118, Jefferson City, Missouri 65102, 314/751-4146

SERVICE: Missouri Rail Facilities Improvement Authority – Responsible for overseeing both the development and improvement of the facilities and resources of the state's rail system for economic development and retention purposes. Service can be in the form of technical, research, information, and/or monetary assistance.

LEVEL: Statewide

CONTACT: 314/751-6510

SERVICE: Missouri Film Commission – Holds regional workshops to identify and prepare local community contracts for marketing their particular area's potential film locations.

Conducts research and publishes community profiles to identify and promote the many local film technicians, talent, supplies, and support services to filmmakers.

LEVEL: Statewide

CONTACT: 314/751-9050

DIVISION OF TOURISM

SERVICE: Provides brochures of Missouri's travel opportunities to local governments.

Provides publicity for local attractions, events, etc., of interest to travelers.

Administers the Missouri Tourism Team program. Any political subdivision interested in developing their area for tourism may contact the Division of Tourism in order to receive technical advice and assistance from expert volunteers located throughout the state.

LEVEL: Statewide

CONTACT: 314/751-4133

MISSOURI STATE COUNCIL ON THE ARTS

SERVICE: Provides technical and financial assistance on a matching basis for local cultural programs in visual, performing, and literary arts. Funds local government agencies (e.g., city arts councils, parks and recreation departments) which must provide at least 50% of the total cost of the art event. The match may be a combination of cash and in-kind (donated) goods and services. Programs include:

Program Assistance (funds are awarded in music, dance, visual arts, etc.).

Artists-in-Education – Assistance is provided for artists in residence in local schools or other agencies.

Missouri Touring Program – Fee support for pre-selected Missouri artists and art groups.

Creative Artists Project – Funding for agencies to hire or commission Missouri creative (originating) artists.

Community Arts Program – Funds for administration and arts program expenses for local arts councils or equivalent agencies.

Traveling Exhibits – A selection of low-cost exhibitions suitable for schools, libraries, and the like.

LEVEL: Statewide

CONTACT: 314/444-6845

DIVISION OF FINANCE

SERVICE: Assists local governments by responding to inquiries and complaints concerning banking services.

LEVEL: Statewide

CONTACT: 314/751-3242

DIVISION OF INSURANCE

SERVICE: Assists local governments by responding to inquiries and complaints regarding insurance coverage.

LEVEL: Statewide

CONTACT: 314/751-4126

DIVISION OF JOB DEVELOPMENT AND TRAINING

SERVICE: Coordinates the efforts of 15 Service Delivery Area's (SDA's) in providing job training to economically disadvantaged youth and adults with federal funds provided by the Job Training Partnership Act (JTPA). SDA's work to provide opportunities for increased coordination and linkage of local job training and education services through an agreement with the Department of Elementary and Secondary Education. Local literacy programs are also linked with this agreement and JTPA programs.

LEVEL: Service delivery areas as designated by the governor statewide.

CONTACT: 314/751-4750

SDA offices are located in the following cities:

Trenton 816/359-3622
Monroe City 314/735-4860
Kansas City 816/471-2330 and 816/924-9300
Sedalia 816/827-3722 or 816/827-3723
Jefferson City 314/634-7325
St. Louis 314/241-4300
Joplin 417/782-5872
Springfield 417/869-1800
Camdenton 314/346-5616
West Plains 417/256-6147
Cape Girardeau 314/334-0990
Clayton 314/889-3453
St. Charles 314/723-8300
Hillsboro 314/789-3502
Blue Springs 816/254-3297 and 816/756-0220

DIVISION OF TRANSPORTATION

SERVICE: Assists police departments and sheriff's offices in investigations of motor carriers/drivers of criminal misconduct.

LEVEL: Statewide

SERVICE: Assists in post-crash accident investigation and insurance problems.

LEVEL: Upon request by private citizens and local law enforcement officials.

SERVICE: Provides safety and hazardous material training to local communities regarding commercial vehicles, operators, and emergency response.

LEVEL: Upon request by local law enforcement officials, fire departments, and others.

CONTACT: 314/751-7100

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Jefferson State Office Building
205 Jefferson
Post Office Box 480
Jefferson City, Missouri 65102
314/751-4446

DIVISION OF ADMINISTRATION

SERVICE: Apportionment and distribution of School Foundation Program monies. These programs include: Cigarette Tax Fair Share Fund, County Foreign Insurance Tax Money Free Textbook Fund, Proposition C School District Trust Fund, Minimum Teacher's Salary. Contact: 314/751-0357.

Administers food service programs and assists in initiating and improving food service programs. These programs include: School Breakfast Program, Food Distribution Program, National School Lunch Program, Special Milk Program. Contact: 314/751-3526.

Assists with site selection and planning, construction, maintenance and improvement of school plant facilities including energy conservation. Contact: 314/751-8296.

Provides information and advice to local school officials concerning district consolidation or other reorganization. Contact: 314/751-3501.

Assists in approving school bus routes and methods of transporting students and promotes training of school bus drivers. Programs include: State Pupil Transportation Aid. Contact: 314/751-2626.

LEVEL: All state school districts.

SERVICE: Provides information and assistance to federally impacted school districts on how to receive federal funding. Contact: 314/751-2569.

LEVEL: All school districts qualifying for assistance under public law 874 or public law 815.

SERVICE: Assists in collection and dissemination of data and statistics regarding public education in Missouri. Contact: 314/751-2569.

LEVEL: Statewide

DIVISION OF INSTRUCTION

SERVICE: Annual evaluation of total school program at each school district and determination of appropriate classification. Contact: 314/751-4426.

Development of curriculum guides and publications for dissemination to school districts. Contact: 314/751-2625.

Leadership and consultative services are provided in areas of language arts, social studies, math and science, early childhood education, instructional TV and health, physical education and safety. Contact: 314/751-2625.

Administers special programs of state and federal assistance for the provision of special services to educationally disadvantaged students, students in need of remedial reading, gifted students, and other programs designed to address local educational needs. These programs include:

Drug-Free Schools and Communities Act Program 314/751-6762

Gifted programs –

Missouri Future Problem Solving Program 314/751-2353

Missouri Scholars Academy 314/751-2453

State Assisted Gifted Program 314/751-2453

Remedial Reading 314/751-2643

Migrant Education Program 314/751-3543

Refugee Children 314/751-3520

Compensatory Education Children in Low Income Attendance

Areas Chapter 1 (ECIA) 314/751-2643

Incentives for School Excellence 314/751-3468

Block Grant Chapter 2, 314/751-3468

Education for Economic Security Act 314/751-3468

Early Childhood Development Act (ECDA) Early Childhood

Screening and Parents as Teachers Program 314/751-2095

Develops statewide testing programs including:

BEST Program (Missouri Basic Essential Skills Text)

Missouri Mastery and Achievement Tests

Missouri Testing and Assessment Program

Voluntary Academic Achievement Standard Program

Contact: 314/751-3545.

LEVEL: All state school districts

DIVISION OF VOCATIONAL AND ADULT EDUCATION

SERVICE: Responsible for planning, funding, supervising and evaluating programs to serve skilled training needs of secondary, post-secondary, adult and special needs students. These programs include:

Adult Basic Education 314/751-3504

Agricultural Education 314/751-3544

Business and Office Education 314/751-3484

Community Education 314/751-2571

Construction Area Vocational School 314/751-3872

Customized Training 314/751-4400

Displaced Homemaker, Homemaker, or Single Parent
314/751-2661

Employment Training/Job Training Partnership Act
314/751-4400

Guidance Services 314/751-7966

Health Occupations Education 314/751-2584

High School Equivalency (GED) Testing 314/751-3504

Home Economics
 Consumer and Homemaking Education
 Occupational 314/751-2644
 Industrial Education 314/751-2584
 Industrial Technology Grant Award Program 314/751-2584
 Job Placement 314/751-7966
 Marketing and Cooperative Education 314/751-4367
 Vocational
 Administration 314/751-3500
 Vocational Contracted Services 314/751-3872
 Educational Equity Program 314/751-2661
 Vocational Program Improvement Projects 314/751-3872
 Vocational Special Needs Programs 314/751-7966
 Youth Employment Training/Job Training Partnership Act
 314/751-4400
 Veterans Educational Assistance 314/751-3487

LEVEL: All state school districts.

DIVISION OF SPECIAL EDUCATION

SERVICE: Operates schools for the handicapped including:

Missouri School for the Blind 314/751-4320
 Readers for the Blind 314/751-3561
 Missouri School for the Deaf 314/642-3301
 State Schools for Severely Handicapped 314/751-4427
 The Education for All Handicapped Children Act, P.L. 94-122
 314/751-2965
 Exceptional Pupil Aid Handicapped Program 314/751-2965
 Sheltered Workshops Extended Employment 314/751-3547
 Early Childhood Special Education, Ages 0-5, 314/751-2965

LEVEL: Statewide

DIVISION OF URBAN AND TEACHER EDUCATION

SERVICE: Planning and consultative assistance is provided for concerns of urban education to the large urban areas in the state. Programs include:

Prevention of Crime, Violence, Vandalism, and Disruptive
 Behavior in the Schools 314/751-3168
 Urban Education Preventative Action Program 314/751-3168
 School Climate Improvement Program 314/751-3168
 Student Team Learning 314/751-3168

LEVEL: Statewide with special emphasis in urban areas.

SERVICE: Provides technical assistance to aid desegregation and non-discriminatory programs 314/751-4089.
 Provides coordination and supervision for the concerns of teacher education throughout the state. Programs include:

Missouri Career Development and Teacher Excellence Plan,
 Career Ladder Program 314/751-2931
 Effective Schools Program 314/751-3168

Effective Teaching 314/751-3168
Urban/Metropolitan Staff Development Program 314/751-3168
Teacher Education Scholarship Program 314/751-2931
Tuition Reimbursement Program 314/751-2931

LEVEL: Statewide

DIVISION OF VOCATIONAL REHABILITATION

SERVICE: Provides medical treatment, counseling, vocational training and job placement to assist physically, mentally and emotionally disabled persons sixteen years of age or older to overcome handicaps and attain gainful employment. Programs include:

Disabilities Determinations Program for the Social Security
Act 314/751-3251
Vocational Rehabilitation 314/751-3251

LEVEL: Statewide

DEPARTMENT OF HEALTH
1738 East Elm Street
Post Office Box 570
Jefferson City, Missouri 65102
314/751-4330

DIVISION OF ENVIRONMENTAL HEALTH AND EPIDEMIOLOGY

SERVICE: Bureau of Environmental Epidemiology – Trains district and local health personnel in techniques for investigating contamination caused by hazardous substances and performs health assessments of uncontrolled or abandoned hazardous waste sites.

Provides professional and public information on dioxin exposure.

LEVEL: Statewide

CONTACT: 314/751-6102

SERVICE: Bureau of Community Sanitation – Evaluates food protection programs conducted by local health units.

Provides technical assistance to local and state law officials on matters relating to food and drug sanitation.

LEVEL: Statewide

CONTACT: 314/751-6090

SERVICE: Bureau of Veterinary Public Health – Consults with individuals and communities regarding the control of dogs, birds, bats, and other animals as they relate to the transmission of zoonotic diseases, especially rabies.

LEVEL: Statewide

CONTACT: 314/751-6136

SERVICE: Cancer Epidemiology and Control Program – Provides epidemiologic investigation of potential clusters of cancer cases and concentrations of radon and other naturally-occurring agents which may contribute to higher rates of cancers on request by any local government.

LEVEL: Statewide

CONTACT: 314/751-2218

SERVICE: Bureau of Communicable Disease Control – Consults with local health officers, practicing physicians and others regarding the diagnosis and proper control measures recommended for specific communicable diseases.

Assists district and local health officials in investigating outbreaks of disease, collects and analyzes communicable disease case reports, and provides feedback reports.

Provides immune serum globulin to district and local health departments for the prevention of infectious hepatitis among household contacts of reported cases.

LEVEL: Statewide

CONTACT: 314/751-6115

SERVICE: Bureau of Immunization – Consults with local health units, private physicians and others regarding outbreaks of immunizable diseases.

Assists local health units in organizing community immunization clinics.

Coordinates the distribution of influenza vaccine to local health departments for administration to the elderly and others at high risk of influenza.

LEVEL: Statewide

CONTACT: 314/751-6133

SERVICE: Bureau of Tuberculosis Control – Provides consultation and laboratory services to local health officials and private physicians regarding the diagnosis and management of tuberculosis.

Provides assistance to local health officials in the screening and treatment of public health conditions in newly arriving refugees.

LEVEL: Statewide

CONTACT: 314/751-6122

SERVICE: Bureau of Sexually Transmitted Diseases – Coordinates and supervises the work of field representatives who are located throughout the state to assist with sexually transmitted disease control efforts.

Distributes antibiotics to district and local health departments for use at clinics by private physicians to treat indigent cases of sexually transmitted disease.

Provides consultant services related to diagnostic, treatment, case-prevention and case-finding procedures and techniques recommended for specific sexually transmitted diseases, and provides information about sexually transmitted diseases.

LEVEL: Statewide

CONTACT: 314/751-6141

SERVICE: Bureau of AIDS Prevention – Sponsors educational seminars and distributes information relating to AIDS. ~

LEVEL: Statewide

CONTACT: 314/751-6438

SERVICE: Section of Laboratory Services – Conducts chemical analyses of public water supplies in conjunction with the Department of Natural Resources to determine the presence of pesticides and other hazardous and toxic chemicals. Inspection of these water supplies is on a regular basis.

Conducts chemical and physical analyses of dairy products, foods and beverages for extraneous matter, adulteration, tampering, insects, and potentially toxic substances on a regular inspection basis.

Tests public and private water supplies for the presence of coliform bacteria.

Provides reference services for the identification of rare, atypical, or especially hazardous organisms to support communicable disease control activities and to supplement the clinical microbiological services available throughout the state.

LEVEL: Statewide

CONTACT: 314/751-3334

DIVISION OF LOCAL HEALTH AND INSTITUTIONAL SERVICES

SERVICE: Section of Local Health Services – Maintains six district offices and seven area offices from which administrative and supervisory guidance is provided to county health services units. The district and area offices are:

Northwestern District
219 N. Chestnut, Box 230
Cameron, MO 64429
816/632-2107, Raytown 816/353-9902, St. Joseph 816/232-6739

Northeastern District
123 N. Allen
Macon, MO 63552
816/385-3125, Hannibal 314/221-1765

Eastern District
Two Campbell Plaza
59th and Arsenal, Suite 200
St. Louis, MO 63139
314/781-7825

Southeastern District
1812 S. Broadway
Poplar Bluff, MO 63901
314/785-9634, West Plains 417/256-8126,
Cape Girardeau 314/334-5209

Southwestern District
1150 E. Latoka, P. O. Box 777
Springfield, MO 65801
417/883-1555, Webb City 417/673-1927

Central District
907 Missouri Boulevard
Jefferson City, MO 65101
314/751-4216, Rolla 314/364-3888, Columbia 314/474-9459

Provides consultant services to district and county health units including in-home health programs and health-related activities.

Provides financial assistance to local health departments for general public health activities.

Assists in recruiting and training personnel for district and county offices.

Supplies drugs and biological agents for specific programs to county and district offices for use in local and regional health efforts.

Plans and conducts programs in areas without a local health unit or in areas with a local health unit which lacks the personnel or expertise for a specific program.

Provides assistance to county and city health units with preparation of budgets and other matters relating to the successful operation of the unit.

LEVEL: Statewide

SERVICE: Assesses needs of the communities served and plans appropriate public health services.

LEVEL: Local level

CONTACT: 314/751-6170

SERVICE: Bureau of Community Health Planning – Develops, implements, and evaluates standards of practice for community health nursing activities at the district and local levels.

Provides nursing consultation in district, county, and city health units.

Plans, conducts, and evaluates continuing education programs for nurses in district, county, and city health units.

LEVEL: Statewide

CONTACT: 314/751-6169

SERVICE: Bureau of Primary Care – Serves as the liaison in the conduct of U.S. Public Health Service's community health centers, rural health initiative, and urban health initiative programs. These programs establish primary health clinics in medically underserved areas and develop a statewide plan for primary care.

Provides technical assistance to communities, health facilities and individuals in the planning and development of primary health care services in their area.

LEVEL: Statewide

CONTACT: 314/751-6170

DIVISION OF PERSONAL HEALTH SERVICES

SERVICE: Bureau of Maternal and Child Health – Assists in vision and hearing screening programs, and dental health programs for school children.

Promotes and coordinates education and training of school food service personnel, parents, and teachers to reinforce children's understanding of how nutritional practices promote optimum health.

LEVEL: School Districts Statewide

CONTACT: 314/751-6190

SERVICE: Bureau for Prevention of Mental Retardation – Provides follow-up of the high-risk infant and the high-risk family in the home, with the assistance of community health nurses.

Reimburses up to \$100 to counties for transportation of Sudden Infant Death Syndrome infants to qualified pathologists and up to \$250 for autopsies performed on Sudden Infant Death Syndrome infants.

Provides community education to dispel myths and give facts about rape as a crime of violence, and suggest precautions one can take to prevent some sexual assaults, etc.

Provides professional education to train police and prosecuting attorneys to deal with rape victims in a sincere and empathic manner, and to train medical personnel to collect medical evidence for prosecution.

LEVEL: Statewide

CONTACT: 314/751-6215

SERVICE: Supplemental Food Program for Women, Infants, and Children – Contracts with county and city health departments and selected hospitals to provide nutritious foods to mothers, infants, and children under five years of age who qualify. Nutrition education is provided to program participants.

LEVEL: Statewide

CONTACT: 314/751-6204

SERVICE: Bureau of Chronic Diseases – Supports hypertension screening, referral, follow-up and monitoring programs conducted by local health departments and other health agencies.

Consults with and advises city and county public health units, provider agencies, and interested community groups including schools regarding hypertension.

Provides assistance and counseling to help communities plan and establish diabetes programs. Information is also provided regarding health care resources and data related to the incidence of diabetes in Missouri.

Other programs deal with prevention/control of hemophilia, arthritis, sickle cell anemia, cystic fibrosis, and genetic diseases.

LEVEL: Statewide

CONTACT: 314/751-6260

SERVICE: Bureau of Dental Health – Promotes the fluoridation of public water supplies and fluoride mouth rinse programs in schools.

Assists local health departments to provide dental treatment for select groups, most of whom are school children.

LEVEL: School Districts Statewide

CONTACT: 314/751-6247

OFFICE OF PUBLIC INFORMATION

SERVICE: Provides information in response to inquiries from other agencies and the public.

Develops a variety of printed materials, exhibits, audio-visual aids, and other media materials used by programs within the Jefferson City central office and on district and county levels.

LEVEL: Statewide

CONTACT: 314/751-6062

OFFICE OF HEALTH PROMOTION

SERVICE: Provides health education assistance for district health offices and for county health units. The department's health education programs are coordinated with those of city health departments.

Provides consultation and technical assistance to communities, schools, businesses, state agencies, and worksites interested in organizing health promotion programs.

Loans or distributes audio-visual materials and printed materials on health-related topics to schools, community groups, and other human service agencies.

Administers community-based health promotion programs for older adults.

LEVEL: Statewide

CONTACT: 314/751-6077

DIVISION OF HEALTH RESOURCES

SERVICE: Bureau of Health Data Analysis – Answers requests for vital statistics, population, and other health data by accessing computer data files or reference material.

LEVEL: Statewide

CONTACT: 314/751-6278

DEPARTMENT OF HIGHER EDUCATION
101 Adams Street
Jefferson City, Missouri 65101
314/751-2361

MISSOURI STATE LIBRARY

SERVICE: Provides consultant services through the provision of reading materials, telephone consultation, site visits, studies (limited), etc., related to library administration, governance, procedures, funding, special services.

Provides reading materials in braille, recorded tape, record formats, and special playback equipment loaned free to individuals and to institutions which qualify.

LEVEL: Public, academic, and school libraries

SERVICE: Administers and allocates state grants-in-aid to local libraries. Consultation is provided on the application process, and a monitoring process is used to follow up on federal and state grant monies. Types of projects may include library service to unserved areas, literacy projects, disadvantaged projects, public library construction, automation, and library service for the aged.

LEVEL: Statewide

CONTACT: 314/751-3615

MISSOURI HIGHWAY AND TRANSPORTATION DEPARTMENT
State Highway Building
Post Office Box 270
Jefferson City, Missouri 65201
314/751-4622

ASSISTANT FOR TRANSPORTATION

SERVICE: Aviation – Provides technical and financial assistance for airport capital and maintenance improvements.

LEVEL: Publicly owned airports statewide

CONTACT: 314/751-2589

SERVICE: Railroads – Provides technical assistance to preserve light density line railroad operations which have less than five million gross ton miles per mile.

LEVEL: Public entities and not-for-profit corporations statewide.

CONTACT: 314/751-2423

SERVICE: Transit – Provides assistance for state and local transit planning and needs analysis.

Provides capital, planning, and operating assistance for small urbanized areas of 50,000 to 200,000 in population.

LEVEL: Statewide

SERVICE: Provides technical and financial assistance for general public transportation and specialized paratransit systems.

LEVEL: Statewide excluding St. Louis Bi-State and Kansas City Area Transit Authority.

CONTACT: 314/751-2523

SERVICE: Waterways – Provides technical and financial assistance to public port authorities for managerial, engineering, legal, research, promotion, planning, and other non-construction related expenses.

LEVEL: Public ports along the Missouri and Mississippi Rivers.

CONTACT: 314/751-7476

ASSISTANT TO THE CHIEF ENGINEER PLANNING AND DESIGN

SERVICE: Division of Planning – Furnishes official state, county, and city highway maps upon request. (City maps available for cities over 5,000 population only.)

Conducts origin and destination studies upon request.

LEVEL: Statewide

CONTACT: 314/751-4658

SERVICE: Division of Right-of-Way – Provides assistance and guidance in the acquisition of right-of-way to comply with state and federal regulations and laws to assure federal funding for Federal-Aid Urban Road projects and Off-System Bridge Replacement projects.

LEVEL: Statewide

CONTACT: 314/751-3724

SERVICE: Division of Bridge – Develops detailed design plans for the most suitable type of structure at a given location from which the contractor can construct the bridge.

Conducts load ratings and recommends load limits for carrying vehicular traffic – 1,400 load ratings were performed in 1986.

Prepares and keeps current the bridge inventory and inspection data for local cities and counties.

LEVEL: Statewide

SERVICE: Answers questions relating to inventory and inspection of off-system bridges.

LEVEL: All jurisdictions, radio and TV stations, state congress personnel, and county or city personnel requesting assistance.

CONTACT: 314/751-2827

SERVICE: Division of Surveys and Plans – Administers Section 203 Rail-Highway Safety Programs to provide federal funding to install and upgrade warning devices at eligible rail-highway grade crossings.

LEVEL: Statewide

SERVICE: Coordinates Federal-Aid Urban Bridge Replacement Program to provide funding to replace bridges located on federal routes under city jurisdictions.

Coordinates Federal Aid Urban Program to provide funding to improve city streets.

LEVEL: All cities over 5,000 population.

SERVICE: Coordinates Federal Off-System Bridge Replacement Program to provide funding for replacement of deficient bridges on county roads.

LEVEL: Available to all county commissions.

CONTACT: 314/751-2551

ASSISTANT TO THE CHIEF ENGINEER OPERATIONS

SERVICE: Division of Maintenance and Traffic – Provides training of motor-grader operators.

LEVEL: Counties statewide

SERVICE: Operates Bridge Engineering Assistance Program to study bridge engineering problems for any cities and counties which need assistance and recommendations for repairs, load postings, or possible replacement of any bridge under their jurisdictions.

Operates Traffic Engineering Assistance Program to solve traffic engineering problems for any city or county needing assistance on signing needs, warrants for center line pavement marking or the marking of no passing zones, recommendations on whether signals may be warranted of a particular intersection, etc.

Provides removal of snow and ice from state highway-system roads.

LEVEL: Statewide

CONTACT: 314/751-2373

PUBLIC INFORMATION DIRECTOR

SERVICE: Disseminates information about the State Highway and Transportation Commission and Department.

LEVEL: Statewide

CONTACT: 314/751-2840

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
421 East Dunklin Street
Post Office Box 9
Jefferson City, Missouri 65104
314/751-4091

LABOR AND INDUSTRIAL RELATIONS COMMISSION

SERVICE: Acts as an appeals board in objections to determinations of prevailing wage in a locality.

LEVEL: Statewide

CONTACT: 314/751-2461

DIVISION OF LABOR STANDARDS

SERVICE: All public bodies of the State of Missouri contemplating construction work must obtain from the division a determination of the prevailing hourly rate of wages in the locality (wage determination) which is applicable to such construction.

LEVEL: Statewide

CONTACT: 314/751-3403

GOVERNOR'S COMMITTEE ON EMPLOYMENT OF THE HANDICAPPED

SERVICE: Responds to information and technical assistance requests from all levels of government. This includes on-sight consultations for accessibility to comply with accepted accessibility standards.

Provides an American Sign Language (ASL) interpreter service for communication with deaf-hearing impaired persons for employment related activities and maintains a list of sign language interpreters across the state as a reference source for all interpreter needs such as court proceedings, public hearings, and open meetings.

LEVEL: Statewide

CONTACT: 314/751-2600 or call toll free 1(800)392-8249

MISSOURI COMMISSION ON HUMAN RIGHTS

SERVICE: Provides consultation pertaining to compliance with civil rights laws.

Facilitates workshops concerning general/specific civil rights issues.

Coordinates activities and conducts training sessions for local human rights agencies.

LEVEL: Statewide upon request.

CONTACT: 314/751-3325

STATE BOARD OF MEDIATION

SERVICE: Provides technical assistance to political subdivisions when a petition is filed for a union representation election and when appropriate unit questions arise.

LEVEL: All political subdivisions except police and sheriffs departments, State Highway Patrol and National Guard, and all teachers in Missouri schools, colleges and universities.

CONTACT: 314/751-3614

DIVISION OF EMPLOYMENT SECURITY

SERVICE: Collects, produces, and disseminates labor market information for use by local jurisdictions. Includes information on the labor force, employment and unemployment data, and industrial projections.

Operates a labor exchange for employers (including public entities) seeking qualified workers and individuals seeking employment.

Operates special programs designed to facilitate full utilization of local manpower, provide job security, increase job opportunities and address the special employment needs of employers and applicants.

Participants in local job development and training efforts through membership on Private Industry Councils and local input in planning of service delivery.

LEVEL: All local governments

CONTACT: 314/751-3215

DEPARTMENT OF MENTAL HEALTH
1915 Southridge Drive
Post Office Box 687
Jefferson City, Missouri 65102
314/751-3070

DIVISION OF ALCOHOL AND DRUG ABUSE

SERVICE: Has developed and is funding the Missouri Institute for Prevention Services (MIPS) which trains teachers and students in substance abuse prevention, provides information to the general public, and sponsors teen institutes and the Missouri Youth Network.

LEVEL: School districts and community groups statewide upon request.

SERVICE: Provides technical assistance and expertise to local government groups and community-based programs of any kind upon request.

LEVEL: Statewide

CONTACT: 314/751-4942

DIVISION OF COMPREHENSIVE PSYCHIATRIC SERVICES

SERVICE: Provides training for local law enforcement regarding involuntary commitment laws including accessing the system, criteria for commitment, court procedures and law enforcement authority powers and responsibilities.

Mental Health Coordinators investigate referrals of persons alleged to be in need of involuntary commitment to a mental health facility. Pre-trial evaluations are conducted and cases are either referred to the court or other social service or mental health agencies if ineligible for commitment.

LEVEL: Statewide upon request .

SERVICE: Provides specialized forensic treatment programs in secured settings for clients who are committed by the criminal justice system.

LEVEL: Law enforcement agencies statewide.

CONTACT: 314/751-3944

DEPARTMENT OF NATURAL RESOURCES
Jefferson State Office Building
Post Office Box 176
Jefferson City, Missouri 65102
314/751-4422

DIVISION OF MANAGEMENT SERVICES

SERVICE: Operates toll-free phone line for information about department programs – 1(800)334-6946.

Offers environmental education workshops for teachers, and provides curriculum guides on environmental topics – 314/751-3767.

Provides citizens and local governments with general information, brochures, posters, and reference materials pertaining to department programs upon request – 1(800)334-6946.

LEVEL: Statewide

DIVISION OF ENERGY

SERVICE: Provides general information to citizens and local governments on ridesharing programs; traffic light synchronization; alternative energy technologies; waste-to-energy projects; energy audits; workshops on energy efficient practices such as heating, cooling, and landscaping for energy savings; and community-wide collection systems for newspapers, glass, cans, or waste oil.

LEVEL: Statewide upon request.

SERVICE: Weatherization Assistance Program – Weatherization services are provided free of charge to eligible participants. Program is administered by Division of Energy but operated by community action agencies and the city of Kansas City.

Institutional and Industrial Program. Provides up to 50% matching grants to schools and hospitals for energy conservation projects. An audit of buildings is required and grant cycles are held each year.

Community Assistance Program – The Audits and Energy Accounting program provides technical audits of city-owned buildings and introduces a uniform energy accounting system to all city operations.

The Local Government Energy Management Project provides direct technical assistance to city and county energy managers, acts in the role of broker among energy managers, and sponsors training initiatives for the development and implementation of projects designed to reduce energy cost in government operations and other energy-consuming sectors of the local economy. Energy managers are established in 12 counties and cities.

LEVEL: Statewide

SERVICE: Exxon Petroleum Violation Escros Funds have been made available as part of a court-mandated effort to provide restitution to Missouri citizens due to violations of the U.S. Department of Energy petroleum pricing guidelines by the Exxon Oil Corporation. Projects that meet certain criteria may seek funds through a competitive grant process.

LEVEL: Cities, counties, universities and colleges, other units of local government, or not-for-profit corporations.

CONTACT: 314/751-4000

DIVISION OF PARKS, RECREATION, AND HISTORIC PRESERVATION

SERVICE: Outdoor Recreation Assistance Program – Provides administrative assistance in developing Land and Water Conservation Fund grant proposals that provide local governments with matching grants for acquisition and development of public outdoor recreation facilities.

LEVEL: Statewide

CONTACT: 314/751-2479

SERVICE: Historic Preservation Program – Provides assistance and advice to the public and to local governments in nominating properties to the National Register of Historic Places.

Provides assistance and advice to the public and to local governments in planning and conducting systematic surveys of architecturally and historically significant properties.

Administers federal matching grants-in-aid for historic preservation survey and planning projects, including the preparation of nominations to the National Register of Historic Places, architectural/historical surveys, drafting or revision of local preservation legislation, and public information/educational activities. Provides technical and administrative assistance in developing grant proposals.

Provides information and technical assistance with regard to the Main Street Program, an economic revitalization strategy for small town central business districts that employs historic preservation as a major tool.

Responds to requests from federal, state, and local agencies regarding compliance with federal laws that protect cultural resources.

Provides professional assistance in drafting local preservation legislation and other preservation legal tools.

Administers the Missouri Certified Local Government (CLG) Program, which encourages local units of government to undertake historic preservation activities at the local level.

Provides technical assistance to all owners of historic properties, upon request, as to proper maintenance, repair, and rehabilitation techniques for historic properties.

Determines eligibility and reviews the proposed rehabilitation plans of properties that are eligible for preservation tax benefits pursuant to the Economic Recovery Act of 1981 as amended.

LEVEL: Statewide.

CONTACT: 314/751-2479

DIVISION OF ENVIRONMENTAL QUALITY

SERVICE: Air Pollution Control Program – Responds to citizen and government complaints regarding nuisances and health hazards resulting from airborne contaminants.

Insures that new industrial sources locating within the state will not create unhealthful emissions of air contaminants.

Monitors air quality throughout the state and develops and ensures implementation of plans designed to achieve healthful air quality when unhealthful situations exist.

LEVEL: Statewide

SERVICE: Provides supplemental funding for local air pollution control agencies that have been granted certificates of authority by the Missouri Air Conservation Commission.

LEVEL: Currently St. Louis City, St. Louis County, Springfield, and Kansas City.

CONTACT: 314/751-4817

SERVICE: Laboratory Services Program – Emergency Response 314/751-7929
Responds to and provides assistance during hazardous materials emergencies. Level of response depends on severity and the level of assistance requested.

LEVEL: Statewide

CONTACT: 314/634-2436 (24 hour) on call at all times.

SERVICE: Provides training to first responders on how to respond to hazardous materials emergencies. Approximately 50 courses per year.

LEVEL: Statewide

CONTACT: 314/751-7929

SERVICE: Provides assistance on disposal and handling of small quantities of household wastes found in the community.

LEVEL: Level of services depends on type and amount of chemicals and the hazards involved.

CONTACT: 314/634-2436

SERVICE: Land Reclamation Program – Provides information on the reclamation of abandoned mines and on mining activities in the state including coal, sand, gravel, limestone, clay, barite, and tar sand.

LEVEL: Statewide

CONTACT: 314/751-4041

SERVICE: Public Drinking Water Programs – Monitors drinking water quality of public systems throughout the state and provides technical assistance, training, and certification to water operators.

Administers the Rural Water Grant program and reviews engineering plans for construction of drinking water treatment plants, distribution systems, and wells.

LEVEL: Statewide

CONTACT: 314/751-5331

SERVICE: Regional Office Program – Regional offices are as follows:

Kansas City 4609 Norfleet Independence, MO 64055 816/353-5001	Macon Highway 63 North P. O. Box 489 Macon, MO 63552 816/385-2129
Jefferson City 1001A Southwest Blvd. P. O. Box 176 Jefferson City, MO 65102 314/751-2729	St. Louis 8460 Watson Road St. Louis, MO 63119 314/849-1313
Springfield 1155 E. Cherokee St. Springfield, MO 65807 417/883-4033	Poplar Bluff 948 Lester St. Poplar Bluff, MO 63901 314/785-0832

Performs field inspections and prepares investigative reports on environmental-control facilities related to water pollution control, air pollution control, solid and hazardous wastes, and public drinking water systems.

Provides technical assistance and training to operators of wastewater treatment facilities, solid waste disposal areas, and public drinking water systems.

LEVEL: Statewide

CONTACT: 314/751-1493

SERVICE: Soil and Water Conservation Program – Land Assistance Programs including cost-sharing, loan interest rebate, and special area land treatment are all administered at the county level by Soil and Water Conservation Districts (SWCDs). These programs are provided to private landowners through the local SWCD for the purpose of reducing erosion and managing land in ways appropriate to its capabilities and limitations.

Administers the District Assistance Program which consists of four grant programs all designed to increase the SWCD's functional capabilities, and a coordinator program by which communications, training, consultation, and administrative assistance is delivered.

LEVEL: Statewide to all 112 SWCDs.

SERVICE: Missouri's Soil Survey Program is being carried out in those counties that do not yet have a modern soil survey published.

LEVEL: Approximately one-third of all counties can anticipate assistance in soil mapping.

CONTACT: 314/751-4932

SERVICE: Waste Management Program – Performs preliminary investigations of proposed landfill sites and advises city or county officials of the suitability of sites.

Monitors activities at solid and hazardous waste facilities.

Regulates management of hazardous waste throughout the state, and evaluates and approves hazardous waste management practices that protect the environment and public health.

Maintains a statewide registry of confirmed abandoned or uncontrolled hazardous waste sites and publishes an annual report evaluating each site on the registry. This includes investigating potential abandoned or uncontrolled hazardous waste sites and negotiating with responsible parties to achieve cleanup of sites.

Provides working copies of hazardous and solid waste laws and regulations currently in effect on a cost-of-photocopy basis.

Evaluates applications for sanitary landfills to check for compliance with the Missouri Solid Waste Law and Rules and sound engineering practices.

Provides technical assistance and guidance in developing solid waste management plans. Also distributes educational materials relating to the handling and disposal of solid waste.

LEVEL: Statewide

CONTACT: 314/751-3176

SERVICE: Water Pollution Control Program – Reviews and comments on projects, coordinates with reviewing agencies and Corps of Engineers, conducts on-site inspection when necessary, and issues 401 water quality certification.

Prepares and issues construction and operating permits that authorize the building and use of wastewater treatment facilities. All point source releases of pollutants require such permits, which authorize and limit the kinds and amounts of pollutants that may be discharged to waters of the state of Missouri.

Provides technical and administrative assistance in developing grant proposals that provide local governments with matching grants for constructing sewage treatment facilities.

Provides technical assistance and regulatory review of wastewater irrigation systems and sewage/industrial sludge land application facilities that are designed and operated to reuse wastes for agricultural production and therefore remove wastewater discharges from streams, lakes, and ground waters.

LEVEL: Statewide

SERVICE: Administers the federal pretreatment program which includes providing technical and legal assistance in development of local pretreatment programs.

LEVEL: Cities, sewer districts.

CONTACT: 314/751-1300

SERVICE: Missouri Emergency Response Commission – The purpose of this commission is to bring the state into compliance with the provisions of Title III of the Superfund Amendments and Reauthorization Act (SARA). Entitled the Emergency Planning and Community Right-to-Know Program, it deals with the preparedness activities for emergencies involving hazardous materials.

The commission designates, supervises and coordinates the activities of the Local Emergency Planning Committees. It provides training programs for emergency planning, response and recovery.

LEVEL: Statewide

CONTACT: 314/751-7929

DIVISION OF GEOLOGY AND LAND SURVEY

SERVICE: Geological Survey Program – Provides information on limestone aggregate, mineral resources, oil and gas, sand and gravel, quarries, and the geologic aspects of waste disposal, slope stability, natural hazards, lake sites, dye tracing, erosion, and interpretation of engineering geologic maps in response to public request.

Helps insure safe water supplies by providing information on regulations that must be observed by the drillers of private wells, water quality and quantity for private and public wells, spring information, major water user wells (those of 100,000 gpd), and water shortages.

Evaluates proposed and existing abandoned subdivision, lagoon, sanitary-landfill, and hazardous-waste disposal sites to determine groundwater and surface-water contamination potential. Recommendations are made concerning methodology necessary to prevent adverse environmental impact and monitoring and clean-up procedures.

Investigates geologic hazards such as sinkhole collapses and landslides and provides technical assistance to protect public safety and prevent property damage.

Responds to environmental emergencies such as hazardous-waste spills or sewage-lagoon collapses and informs health officials regarding the rate and direction of groundwater (and contaminant) movement.

Provides water data in open files for public use and aids in data interpretation.

Compiles information on water-related problems, needs, and situations that can be used to guide development of resource/research studies needed to address water problems.

Prepares and presents educational talks, seminars, traveling exhibits, field trips, and workshops pertaining to the geology of Missouri.

LEVEL: Statewide

CONTACT: 314/364-1752

SERVICE: Land Survey Program – Maintains a current registry of all U.S. Public Land Survey corners and provides standards for restoration or reestablishment of original U.S. Public Land Survey corners.

Restores existent and obliterated U.S. Public Land Survey corners.
Also reestablishes/restores lost U.S. Public Land Survey corners.

LEVEL: Statewide

CONTACT: 314/364–1752

DEPARTMENT OF PUBLIC SAFETY
Truman Building, 8th Floor
Post Office Box 749
Jefferson City, Missouri 65102

OFFICE OF THE DIRECTOR

SERVICE: Distributes federal funds available for criminal justice programs under the Justice Assistance Act and the Anti-Drug Act of 1986 administered by the U.S. Department of Justice.

Distributes federal funds available for programs providing direct services to victims of crime. Funds are through the Victims of Crime Act administered by the U.S. Department of Justice.

Distributes federal funds available for programs under the Juvenile Justice and Delinquency Prevention Act administered by the U.S. Department of Justice.

Provides crime prevention information in the form of a film library, 15 publications provided at no charge (maximum of 100), an information referral, and "McGruff" costumes for loan for school programs of law enforcement.

LEVEL: Statewide

CONTACT: 314/751-4905

MISSOURI STATE HIGHWAY PATROL

SERVICE: Training Division – Provides certified basic and specialized training courses of instruction to any full-time law enforcement officer in the state. The Division makes arrangements for instructors, classrooms, teaching aids, meals, lodging and meeting rooms.

The Training Division is responsible for determining curriculum, scheduling, conducting and coordinating recruit and in-service training for Patrol personnel, basic and specialized training for other law enforcement agencies. The Division makes arrangements for instructors, classrooms, teaching aids, meals, lodging and meeting rooms for instructors, students and others. This Division also recommends the curricula for recruit and in-service programs for uniformed members, schedule and conduct courses of instruction for civilian personnel of the Patrol and other agencies, and perform various support activities at the Law Enforcement Academy. The Academy is an approved peace officer training center under Chapter 590 RSMo. As such, it provides certified basic and career enhancement courses to any full-time law enforcement officer in the state upon proper application and payment of appropriate fees. There are five sections within the division: (1) Administration; (2) Behavioral Studies; (3) Tactical Studies; (4) Technical Studies; (5) Legal and Management Studies.

Traffic Division – Receives and processes motor vehicle accidents, analyzes and records accident data, and provides summaries to sheriffs, municipal police departments and other user agencies. Other user agencies include: city and county traffic engineers, local safety councils, school districts and county highway maintenance.

Provides training to officers in sheriffs and municipal police agencies in accident classification and report writing.

Provides safe driving programs upon request to government groups. These groups include: all law enforcement agencies, fire departments, emergency medical services, city and county transportation and utilities, and school districts.

Presents safety programs to students of schools throughout the state by request.

Alcohol/Drug Offense Records System (ADORS) provides treatment and disposition information to criminal justice agencies.

LEVEL: Statewide

CONTACT: 314/751-3313

DIVISION OF WATER SAFETY

SERVICE: Has regulatory authority for aids to navigation on state waters excluding the Mississippi and Missouri Rivers.

Provides educational courses and seminars regarding boating and water safety for local school districts and law enforcement agencies.

Provides technical assistance upon request including patrol of flooded areas, recovery of drowned victims, recovery of evidence, and other forms of assistance dealing with lakes, streams or rivers.

Provides investigative assistance upon request regarding water related accidents.

Provides training to city and county authorities on request regarding water related accidents and incidents.

LEVEL: Statewide

CONTACT: 314/751-3333

STATE EMERGENCY MANAGEMENT AGENCY

SERVICE: Maintains an all-hazard emergency capability and coordinates response activities to emergencies with federal, state, and local governments or communities.

When disasters have sufficient impact on the state and local communities, SEMA surveys the disaster area to obtain estimated damage figures, and processes the necessary forms and letters of request to obtain Presidential declaration of a disaster.

Professional emergency management training courses and workshops are offered for local government and public officials. Courses focus on professional development for emergency management officials, as well as technical training in areas such as radiological protection, emergency shelter management, and assistance in design and evaluation of local disaster exercises. During FY 87, 49 training courses and 158 local disaster exercises were conducted.

Provides guidance and assistance to local government agencies in the development, exercising and maintenance of emergency operation plans. Plans are based on the Integrated Emergency Management Systems concept and address hazards which pose a significant threat to local residents. Protection for the public includes evacuation and shelter provisions within the local plan.

The Federal Emergency Management Agency through SEMA reimburses state and local governments up to 50% for eligible, necessary, and essential expenses for emergency management programs. Eligible for reimbursement are personnel and administrative expenses, travel, office supplies and administrative equipment, maintenance of office space, utilities and insurance.

Provides federal financial assistance to state and local governments to establish and upgrade communications and warning system capabilities. Items eligible for assistance include outdoor warning systems, cable TV warning systems, and areawide communications systems.

The Federal Emergency Management Agency through SEMA provides financial assistance in support of maintaining the operational readiness of alerting and warning systems, emergency communication systems, and emergency operating centers.

Federal funding through SEMA for the Emergency Operations Center Program assists local governments to develop Emergency Operations Centers to minimum standards. This includes the capability to direct and control those activities of government which are essential to save lives, protect property and restore government services in a major emergency.

Monitors and coordinates response to all radiological accidents. Provides program and plan development assistance to state and local government for radiological protection programs including nuclear attack, transportation and nuclear power plant emergencies.

Provides maintenance and distribution of all radiation detection kits and their contents and maintains a list of kit locations.

LEVEL: Statewide
CONTACT: 314/751-9500

DIVISION OF HIGHWAY SAFETY

SERVICE: Provides monetary assistance for traffic safety programs on a reimbursement basis. Need must be established through problem identification using traffic crash data.

Provides technical assistance in designing traffic safety programs. This includes traffic records systems, alcohol countermeasures, occupant restraint programs, and traffic enforcement programs.

Training is available on a limited basis for traffic enforcement personnel when such training is related to highway safety programs.

LEVEL: Statewide

CONTACT: 314/751-4161

DIVISION OF LIQUOR CONTROL

SERVICE: Provides information to cities and counties regarding liquor licenses in the area of license fees and qualifications.

LEVEL: Cities and counties upon request.

SERVICE: Assists cities and counties in enforcement of Liquor Control Laws.

LEVEL: Local law enforcement agencies upon request.

CONTACT: 314/751-2333

DIVISION OF FIRE SAFETY

SERVICE: Investigations – respond to requests from city/county officials for assistance in investigation of fire scenes to determine cause and origin. Give as little or as much assistance as required – follow-up, interrogation, testimony in court, etc.

Inspections – Conduct fire safety inspections for licensing purposes to Family Services and Mental Health facilities. Conduct courtesy inspections when requested.

Inspect firework facilities to ensure compliance with state law and issue permits for their operation.

Inspect boiler and pressure vessel facilities to ensure compliance with state law and issue permits for their operation.

Training – Provide training for the fire service when requested by local authorities. Conduct arson certification seminars for those interested. Mandatory.

Grant Programs – Supervise the implementation of the fire prevention programs that were allocated federal grant money.

LEVEL: Statewide

CONTACT: 314/751-2930

DEPARTMENT OF REVENUE
Truman Building, Level 6-B
Post Office Box 311
Jefferson City, Missouri 65102

STATE TAX COMMISSION

- SERVICE:** Provides technical assistance to county assessors in the appraisal of locally assessed utility property.
- LEVEL:** All counties
- SERVICE:** Provides workshops on a variety of technical and administrative topics that affect the operation of the assessor's office.
- LEVEL:** Three to five annually for all counties.
- SERVICE:** Provides assistance and one-on-one training through field staff for the assessor and his/her staff in solving day-to-day work problems.
- LEVEL:** 2,000 to 2,500 visits made annually to counties.
- SERVICE:** Conducts an annual ratio study for the purpose of measuring assessment accuracy of all counties. Pursuant to 163.011(5) RSMo 1986, the average level of assessment is certified to the Department of Elementary and Secondary Education for use in the school foundation formula which distributes state aid to local school districts.
- LEVEL:** All counties and state school districts.
- CONTACT:** 314/751-2414

MISSOURI HIGHWAY RECIPROCITY COMMISSION

- SERVICE:** Provides computerized printouts prior of all Missouri apportioned base carriers, truckers or carriers who are registered with a 'base' or home state and pays user fees to other states for interstate travel, for use as a tool for county assessors to determine personal property tax liabilities.
- LEVEL:** All counties
- CONTACT:** 314/751-2362

MOTOR VEHICLE AND DRIVERS LICENSING

- SERVICE:** Provides training to local court judges and administrators as well as local law enforcement agencies on new or changing driver licensing and driver control laws and Department of Revenue policies and procedures.

LEVEL: Statewide

SERVICE: Collects county sales tax on motor vehicle, boat and trailer sales for all applicable counties.

LEVEL: All counties requiring a county sales tax.

CONTACT: 314/751-4429

DIVISION OF COMPLIANCE

SERVICE: Field Audit Bureau – Performs audits of taxpayers for compliance with local sales tax laws. Government officials which have information indicating a business is not in compliance with local sales tax laws may refer the taxpayer to the Field Audit Bureau as a possible audit.

LEVEL: All local governments.

SERVICE: Criminal Investigation Bureau – Performs criminal investigations of businesses which may be in criminal violation of local sales tax laws. Local government officials who have information indicating criminal non-compliance with local sales tax laws may refer the taxpayer to the Criminal Investigation Bureau for possible investigation.

LEVEL: All local governments.

CONTACT: 314/751-3736

DIVISION OF INFORMATION SYSTEMS

SERVICE: Furnishes each county assessor with a list of vehicle, boat, trailer, and boat motor owners in their county.

LEVEL: All counties

SERVICE: Prepares and issues computer listings and reports relating to the collection and distribution of local, county, and city sales taxes. These include the Monthly Tax Distribution Report which reflects the businesses that paid local taxes during the month of the report, and the Annual Financial Report which contains the total local taxes paid by each business within a jurisdiction for the preceding fiscal year. Counties may subscribe to the Monthly Tax Distribution Report and the Annual Financial Report is provided free of charge each September.

LEVEL: All local governments.

SERVICE: Provides computer access to the Department of Revenue's on-line Drivers License and Motor Vehicle files.

LEVEL: Law enforcement agencies in the cities of St. Louis and Kansas City, and local law enforcement agencies affiliated with the Department of Public Safety's Missouri Uniform Law Enforcement System network.

CONTACT: 314/751-3100

DIVISION OF TAXATION AND COLLECTION

SERVICE: Provides collection of city, county public mass transportation, and other political subdivision sales taxes.

Allows local governments to audit Department of Revenue records in relation to their local sales taxes.

Administers distribution of collected sales tax to the local taxing jurisdictions.

LEVEL: Statewide

CONTACT: 314/751-5742

DEPARTMENT OF SOCIAL SERVICES
Broadway State Office Building
Post Office Box 1527
Jefferson City, Missouri 65102
314/751-4815

OFFICE OF THE DIRECTOR

SERVICE: Office of Communications – Provides information concerning department services and programs upon request.

LEVEL: Statewide

CONTACT: 314/751-3770

DIVISION OF AGING

SERVICE: Provides technical and administrative assistance to 10 Area Agencies on Aging (AAA's) within Missouri. These AAA's work closely with local governments, and three are administered by county judges, the St. Louis Mayor's Office and Board of Aldermen, and a regional planning commission respectively.

Provides technical and administrative assistance to counties and nursing home districts related to construction and operation (licensing) of long-term care facilities they operate.

Maintains alternative staff in county to aid in the administration of Division of Aging programs.

LEVEL: Statewide

CONTACT: 314/751-3082

DIVISION OF CHILD SUPPORT ENFORCEMENT

SERVICE: Administers child support enforcement from a central office located in Jefferson City and through six district offices and four sub-district offices throughout the state. Each district and sub-district office serves one or more counties. These offices are supported by the prosecuting attorneys and circuit clerks throughout the state. Collections are retained by DCSE and shared among the families, counties, federal government, and the state revenue fund.

LEVEL: Statewide

CONTACT: 314/751-4301

DIVISION OF FAMILY SERVICES

SERVICE: Administers the interstate compact on the placement of children and inspection and licensing of public and private child care facilities.

Administers the refugee resettlement program and the low-income home energy assistance program which are funded by the community services block grant.

Maintains a family service office in each county of the state to aid in the administration of Division of Family Services programs.

LEVEL: All counties in the state.

CONTACT: 314/751-3221

DIVISION OF YOUTH SERVICES

SERVICE: Operates community group homes as an alternative to institutionalization for treatment of juveniles in the community.

The McGruff Elementary Prevention Program provides that Division of Youth Services staff members present a safety and delinquency prevention program to elementary school children. Programs performed include personal safety, general crime prevention, shoplifting/vandalism prevention, and child abuse prevention.

The Juvenile Court Diversion Program was implemented to assist Missouri juvenile courts in the development of community based treatment projects and activities which would allow them to provide at least the minimum services identified as necessary for all juvenile courts.

LEVEL: Statewide

CONTACT: 314/751-3324

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